

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number FY14-01



POSITION: Case Administrator

LOCATION: Louisville, Kentucky

STARTING SALARY: CL 24, Step 1-25 (\$34,356 - \$42,960)
Depending upon qualifications
Promotion Potential to CL 25

OPEN DATE: October 18, 2013

CLOSE DATE: November 1, 2013 by 5:00 p.m. EST
No late applications accepted

POSITION OVERVIEW:

This position is located in the Clerk's Office of the U. S. District Court in Louisville, Kentucky. Case Administrators are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition. This position performs a variety of duties including intake and cashier duties, receiving and filing documents, docketing support, and responding to inquiries from chambers, court staff, counsel, and the public.

REPRESENTATIVE DUTIES:

- Review filed documents to determine conformity with rules, practices and filing requirements, and take appropriate action and follow up. Make summary docket entries of documents in CM/ECF.
- Open cases in CM/ECF upon receipt of initiating documents such as complaints, indictments, or petitions. Close cases upon receipt of terminating documents such as judgments, and closing orders.
- Check for prior or prohibited filings. Monitor for release of exhibits and sealed documents. Verify and issue summons. Verify attorney's authority to practice.
- Perform cashier duties. Inform customers of required fees, receive payments and issue receipts. Secure funds in cash register and balance cash drawer daily.
- Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for chambers, court staff, and the public. Certify court documents and ensure data quality.

- Provide front line customer service, answer telephones, and provide appropriate procedural information to litigants, the public, and court staff. Assist the public in the use of computerized records and information databases.
- Scan, create PDF files, enter data, and upload documents into the CM/ECF system, including pleadings, petitions, motions, complaints, minutes, orders, and proceedings as necessary to maintain the accuracy and completeness of the electronic case file.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems, assisting with the orderly flow of proceedings.

QUALIFICATIONS:

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Experience in a court or related legal field is preferred as well as familiarity with CM/ECF. Applicant must have a minimum of 3 years of work experience. At least 1 of the 3 years must qualify as specialized experience as set forth below. Educational substitutions for general work experience may apply on a year-for-year basis.

General Experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience is progressively responsible clerical or administrative experience that demonstrates the ability to understand and apply rules, regulations, directives, or laws to case administration duties. Specialized experience also involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Candidates must also demonstrate:

- Excellent organizational skill and experience handling multiple tasks and projects
- Superior oral and written communication skills
- Knowledge of legal terminology and processes
- Demonstrated ability to work with a variety of automated systems
- Ability to work with strict deadlines in a fast paced environment

BENEFITS:

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits available include:

- 13 days paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employee' Health Benefits

- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

INFORMATION FOR APPLICANTS:

- This position is regular and full-time.
- Applicant must be a US Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

HOW TO APPLY:

Submit resume, including cover letter to:

- 1) Careers@kywd.uscourts.gov

Emailed documents **MUST be in a PDF format** for acceptance.

Or US Mail:

- 2) Human Resources Manager
U. S. District Court
601 W. Broadway, Suite 106
Louisville, KY 40202-2249

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER